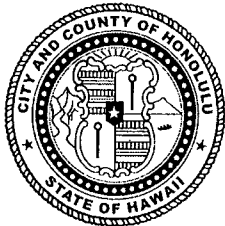




# Oahu's Neighborhood Board System

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## *Budget Guidebook*



NEIGHBORHOOD COMMISSION  
CITY AND COUNTY OF HONOLULU  
City Hall, Honolulu, Hawaii 96813  
Phone (808) 527-5749

Mufi Hannemann, Mayor

December 2005

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# NEIGHBORHOOD BOARD BUDGET GUIDEBOOK

## FOREWORD

A well planned budget is the key to effective use of your Board's appropriated funds for the fiscal year which begins in July and ends the following June. The Neighborhood Board Budget Guidebook, therefore is designed to assist you with this task. All of the items identified in the guidebook coincide with appropriations to the Neighborhood Commission as reflected in the Mayor's Executive Program and Operating Budget. The City Charter and the Revised Neighborhood Plan, the legal framework of the Neighborhood Board, also serve as criteria on funding.

Each Board is appropriated funds in three separate categories. One is the Board's **Operating Expense**. Funding in this account covers basic fixed costs such as the printing and distribution of monthly agenda and minutes, copying services, correspondence, rental of meeting sites and other authorized expenditures. The **Publicity fund** is a centralized account which provides funding to assist a Board to communicate with its community, either by newspaper media, video taping of the board meetings, or mass mailings. The **Refreshment fund** is for each board to use for refreshments for board meetings or miscellaneous item such as lei, frames, etc.

The Neighborhood Commission Office encourages each Board to take the time and carefully plan how best to use the appropriations over the next twelve months so the goals and objectives set by your Board can be fully realized.

This edition of the Neighborhood Commission Budget Guidebook replaces all previous editions and contains all Budget Guidebook provisions in effect at the time of its publication.

## MONTHLY BUDGET STATEMENTS

Each month the Board's chairperson and treasurer will receive a **Budget Statement**. This statement will itemize all expenses for the previous month for the Operating Expense account, the Publicity account and the Refreshment account. A cumulative total of expenditures and the balance to date will be reflected to assist your Board in closely monitoring these funds and making the necessary adjustments to your budget plan, as needed.

### I. CRITERIA AND DEFINITIONS

The criteria for expending fiscal year appropriations and definitions for authorized and unauthorized expenditures are provided below.

#### A. CRITERIA

- (1) Expenditures by a Neighborhood Board shall be for activities to directly increase and assure citizen participation in government's decision-making process in accordance with the Revised Neighborhood Plan and the City Charter.
- (2) Quantity Limitations - Requests from a Neighborhood Board to use appropriated funds shall be filled according to need. In order to conform with budgeted appropriations, the Neighborhood Commission Office reserves the right to limit the quantity requested by a Neighborhood Board.

#### B. DEFINITIONS

- (1) AUTHORIZED EXPENDITURES are for appropriated items. These items are subject to the availability of funds, reasonable quantities, and approval, as required.

For the fiscal year, this category covers expenditures for:

- (A) Board Operating Account
- (B) Publicity Account (Mass mailing/Video Taping)
- (C) Refreshment Account

- (2) UNAUTHORIZED EXPENDITURES - items which are not appropriated, or are not authorized under existing City and County of Honolulu, Department of Budget and Fiscal Services policies.

## AUTHORIZED EXPENDITURES

### I. OPERATING EXPENSES

#### A. AUTHORIZED ITEMS

1. Agenda/Minutes and Correspondence:

The printing and mailing of minutes and agenda will be automatically produced by the Neighborhood Commission Office, after review of the draft by the authorized board member and the filing of the agenda.

2. Postage:

Postage will be available for mailing of most Neighborhood Board-related materials.

3. Reference Materials:

Request by a Neighborhood Board for City and County reference materials will be processed by the Neighborhood Commission Office upon receipt of a REQUEST TO PURCHASE form (provide a brief justification for need and state desired number of copies).

Most materials will be limited to two (2) copies per board, unless otherwise authorized. A list of frequently requested materials is provided below. (Contact the Neighborhood Commission Office for other reference materials published by the City.)

05/99:	Land Use Ordinance	\$ 8.50
2000 Ed.:	Revised Charter City & County of Honolulu '73	\$ 4.50
1992:	General Plan Objectives and Policies	\$ 1.50

The above prices are subject to change.

Additional items that may be purchased can be seen on the City Web site at:

<http://www.co.honolulu.hi.us/csd/lrmd/pricelist.htm>

4. Maps:

Reproduction of the Development Plan, zoning and other blueprint maps.

5. Signs:

Wooden road signs or banners may be authorized upon submission of a written request, which includes the following:

- estimated cost
- justification for the requested quantity
- proposed location(s) of signs and appropriate security measures
- person responsible for the maintenance and storage of the sign

Since this is a major cost item, the Executive Secretary's final approval to purchase is required. The posting of signs must follow City rules and ordinances.

6. Photographic Services and Supplies:

Purchase of film and film development cost.

7. Rental of Meeting Sites:

Request for rental will be arranged by the Administrative Section of the Neighborhood Commission Office. Arrangements made by a board member is prohibited and any personally paid expenses will not be honored by the Neighborhood Commission Office. Rental requests should be submitted three weeks prior to the date of the event in order to generate written confirmation.

8. Workshops/Conference/Seminars:

The following criteria must be met:

- a) In general, only events sponsored by the City & County of Honolulu and by the State will be considered because of funding constraints.
- b) The program's subject matter must directly benefit the applicable Neighborhood Board. Attendance solely for "personal development" is not permissible.
- c) A request form to attend a workshop/seminar must be submitted to the Neighborhood Commission Office, at least 15 working days prior to the date of the event and MUST include the registration form and the brochure on the workshop. This time span is required to process the request and to secure proper approvals. (see Attachment 1).
- d) Attendance will be limited to a maximum of two board members per neighborhood board.
- e) Subsequent to attendance the member shall present an overview to the board. A written report highlighting the presentation shall be filed with the Neighborhood Commission Office within two weeks after the workshop/conference/ seminar.

Operating Funds are not to be utilized to cover publicity or refreshment expenses such as video taping or food purchases.

## II. PUBLICITY ACCOUNT (MASS-MAILING/VIDEO TAPING)

The centralized Publicity Account provides funds for publicity requirements of a Neighborhood Board to fulfill its mission to increase and assure citizen participation in the government decision making process.

Each Neighborhood Board is provided an opportunity to generate one complete mass-mailing. Publicity funds, however, are held in a centralized account.

Note: PLEASE REFER TO MASS-MAILING GUIDELINES ON PAGE 7 WHICH PROVIDE STEP-BY-STEP PROCEDURES IN THE PRODUCTION OF MASS-MAILINGS AND OTHER PUBLICITY-RELATED MATERIALS.

### A. MASS-MAILING TIMETABLE

The following timetable is to facilitate timely distribution of mass-mailings. Specifically, it clarifies production requirements and encourages pre-planning of a mass-mailing. This timetable avoids the traditional "fourth quarter crunch" which creates a two to three month delay in the mass-mailing distribution.

- 1. All publicity layouts will be done by the Neighborhood Commission Office using offset printing through the City and County print shop. Please allow approximately five to six weeks for production and distribution.

2. Funding to produce one mass-mailing for each neighborhood board is reserved in a centralized Publicity Account. Each board needs to take appropriate board action to earmark these funds for a specific activity by May 1, if plans are to encumber the monies for communication projects.
3. The cut off date to submit draft-packages is the 2<sup>nd</sup> workday in May of the fiscal year. After this date, there is no guarantee that funds can be encumbered for the fiscal year or distribution completed before June 30.

## B. PRINTING GUIDELINES

Publicity funds are to be used to generate Neighborhood Board newsletters and other authorized board-related publicity. Due to cost and manpower constraints, each mass-mailing should be limited to four pages, i.e. one 11" X 17" sheet offset paper folded to 8-1/2" X 11". Publicity funds may not be utilized to cover operating or refreshment expenses such as the production of minutes and agendas, or food purchases, etc.

Specific types of mass-mailings may include: newsletters, surveys, flyers and other publicity-related materials.

## C. PRODUCTION SERVICES AND PROCESS

### 1. Newsletters

- a. All requests are subject to the availability of funds, reasonable quantities (e.g. board area household count plus 3% extra) and approval, as required.
- b. In order to maintain the objectivity and quality of neighborhood board publications, the Neighborhood Commission Office reserves the right to review all publicity materials prior to printing and to recommend grammatical and format changes. Also, revisions will be made to correct inaccurate information and to eliminate libelous statements.
- c. Every effort will be made to expedite newsletters containing dated material. However, due to varying workloads, a firm guarantee on delivery date will not always be possible.
- d. Information on estimated cost, delivery schemes, and production requirements may be obtained through the Public Relations Assistant (Communications).
- e. Given sufficient lead-time, the Neighborhood Commission Office can conduct random mailings in lieu of the traditional mass-mailing which covers an entire board area. This process may allow for targeted mailings or multiple mailings to a smaller population. Depending on format, production time for random mailings is about four weeks. Please contact the P/R Assistant (Communications) for details.
- f. Any mass-mailing in December may be delayed at the post office due to peak holiday season mailings.
- g. Articles and other materials in mass-mailings must be approved by the Neighborhood Board.

### 2. Other Publications

- a. One-page flyers are mimeographed by the NCO. Please allow at least five(5) work days for layout and printing.
- b. Purchase of space in a community publication must be authorized by board motion and approved by the Executive Secretary of the Neighborhood Commission.

#### D. DEVELOPMENT/PRODUCTION/TIMETABLE

1. Funding to produce one mass-mailing for each neighborhood board is reserved in a centralized Publicity Account. Each board needs to take appropriate board action to earmark these funds for a specific activity by May 1, if plans are to encumber the monies for communication projects.
2. The cut off date to submit draft-packages is the 2<sup>nd</sup> workday in May of the fiscal year. After this date, there is no guarantee that funds can be encumbered for the fiscal year or distribution completed before June 30.
3. The board or its designated committee representative shall contact the Neighborhood Commission's Public Relations Assistant in charge of communications (PRAC), (phone 527-5769) to discuss the board's mass-mailing needs, guidelines, layout details, cost estimates, the production process and firm timetables.
4. The board shall be wholly responsible for the composition of articles and the gathering of other material to be incorporated in the publication (maps, photos, charts, etc). The board's assistance in proofreading all articles before submittal will help the Neighborhood Commission Office's (NCO) staff to expedite publication.
5. In order to maintain the objectivity and quality of Neighborhood Board publications, the NCO reserves the right to review all publicity materials prior to printing and to recommend grammatical and format changes. Also, revisions may be recommended to correct inaccurate information and to eliminate libelous statements.
6. All articles and publication materials must be submitted together to the PRAC in one complete draft package. Piece meal submittal is discouraged.
7. All layout shall be prepared by the NCO. Offset printing is done through the City & County printshop. (Please allow approximately five to six weeks for production and distribution.)

#### E. NEWSLETTERS AND THE NEIGHBORHOOD BOARD ELECTIONS

Mass-mailing for distribution between February 1 and April 15 of a Neighborhood Board election year shall contain no articles, stories, or profiles which may be construed as publicity or electioneering for candidates. Photographs which identify individuals who are candidates will be prohibited. This policy is necessary to eliminate any impression of abuse of board funds for election purposes.

#### F. NEIGHBORHOOD BOARD VIDEO TAPING GUIDELINES

Funding for video taping of Neighborhood board meetings will be subject to review by the NCO.

All funds for video taping services will be based on publicity funds availability for each individual neighborhood board, and whether a board has authorized the use of their publicity funds for video taping. Each board requesting publicity funds to video tape their neighborhood board meetings will use only those funds available to their board for publicity purposes.

Once a neighborhood board has authorized the use of publicity funds for video taping purposes, the board chair will seek a vendor to video tape his/her neighborhood board meetings. The board chair will contact the NCO, not later than two weeks prior to the date of the first video taping, to setup an agreement between the board and the person responsible for the



video taping of the board. There will be no after the fact payments made by the NCO for services not properly documented. (See page 11) The two week time frame, noted above, is to allow the NCO complete forms required for payment for the video taping services. All forms must be completed before any taping is performed by the vendor.

Following is a checklist of information required for processing the necessary forms for video taping projects:

1. Neighborhood Board
  - a. Board approves the use of publicity funds for video taping and provides the NCO confirmation of approval.
  - b. Board Chair contacts vendor to video tape meetings and sets up the schedule with the vendor.
  - c. Board Chair contacts NCO with information about vendor to do video taping. This should include name, address, and phone number of vendor and federal ID # or SSN if no Fed ID # available.
2. Vendor
  - b. Vendor will provide an invoice for services rendered to the NCO for payment not later than three days after services have been performed.
  - c. Vendor will contact NCO regarding all records of services and billing.
  - d. Vendor will keep the NCO notified of any changes in address and phone numbers.

### **III. REFRESHMENT ACCOUNT**

On December 8, 1999 the Managing Director's Office of the City and County of Honolulu approved the use of funds to purchase refreshments for the neighborhood boards. That Refreshment Account was set at \$120.00 per board. Those funds were set up to allow each neighborhood board to purchase non-alcoholic beverages and food items for their board meetings. It was further approved by the Executive Secretary of the NCO that each board could use their Refreshment Account funds monthly, semi-annually or annually, dividing the \$120.00 as seen fit and approved of by the board.

On January 7, 2000 the following procedures were sent to each neighborhood board chair as guidelines when purchasing refreshment items at neighborhood board meetings.

1. Each board is responsible to plan how they will use their refreshment funds.
2. Refreshment funds are for refreshments, lei, frames and other miscellaneous items. Any items purchased must be consumable in nature, such as coffee, tea, or sugar to include cups and necessary condiments. No coffee pots or other containers will be purchased using refreshment funds and any consumable items remaining at the end of the board term will be held over for the next board use.
3. All boards will use the Neighborhood Board Request for Purchase form to explain any motion made by the board, at a regular meeting, regarding the board plan in detail for the use of refreshment funds. Each board will be responsible for managing their refreshments and the purchase of refreshment items.

4. After any refreshment items are purchased, an original receipt, with the company name imprinted on it, must be submitted for reimbursement. All receipts will be sent to the NCO with the description and amount of all items clearly visible. In the event a receipt is not legible, a list of items purchased that match the items and the amount on the receipt will be provided by the board. The name of the person who purchased any item or items and the date of the purchase must also be provided along with the purchaser's signature on the receipt.
5. Each board may use their allotted refreshment funds as they need during the fiscal year, but are not to exceed the total fiscal year amount authorized. The NCO reserves the right to refuse reimbursement for any amount exceeding \$120.00 for a single fiscal year.
6. All refreshment purchase transactions will be reported on the monthly financial statement sent to each board.
7. Board's may also choose to purchase refreshments using a City & County of Honolulu Purchase Order (PO). This will eliminate the need for a board member to use personal funds and wait for reimbursement.  
If choosing to purchase with a PO, the NCO will need to be notified no later than 2 weeks in advance and provided with the vendor's name and the name of the person who will present the PO to the vendor. A picture ID will be necessary to present to the vendor along with the PO. Contact the NCO for assistance and a list of vendors who will accept a PO. No PO shall exceed the \$120.00 fiscal year limit. Refreshment funds may not be utilized to cover operating or publicity expenses such as production of minutes and agendas, newsletters, video taping, etc.

All neighborhood boards will need to take the refreshment account issue up at the beginning of each new fiscal year as each board would do for video taping or newspaper advertising for their board. In any scenario used, the board has to agree by a motion. A Request for Purchase form is to be submitted to the NCO as proof that this action was agreed upon at a regular meeting. Each board should be aware of the fact that all reimbursements generally take thirty(30) days to process and that payments may be delayed.

## **UNAUTHORIZED EXPENDITURES**

The following items were not funded for the Neighborhood Board, or are not authorized under existing City and County finance policy:

1. Rental of office space.
2. Funds to hire additional staff to support board operations.
3. Contractual services for consultants, outside printing and binding, and other related services.
4. Office equipment, such as a typewriter, personal computer, telephone, desk, calculator, tape recorder, steel file cabinet, etc.
5. Mileage and travel allowances, parking fines or parking charges.
6. Gifts, T-shirts, and other related items.
7. Subscriptions for periodical, newspapers, etc.
8. Funds for banquets, and meals.
9. Maintenance of a petty cash fund.
10. Requests for reproduction work (copying, mimeographing, etc.) when submitted by a non-board member.
11. Alcoholic Beverages.
12. Other items which are not specifically budgeted for the Neighborhood Boards.

## **A WORD OF CAUTION**

1. **DONATIONS** - Direct donations to a Neighborhood Board must be accepted by the City Council before a board can use the donations (Revised City Charter, section 13-113). Contact your Neighborhood Assistant for appropriate procedures governing donations to a Neighborhood Board.
2. **POLITICAL ENDORSEMENTS** - Neighborhood Board activities and publicity must not be used to endorse any candidate for political office. Especially during an election year, Neighborhood Board publications should not reflect articles on political candidates, which may be construed as free advertising.

## DECISION TABLE INSTRUCTIONS

The purpose of the Decision Table is to standardize the approval process for Neighborhood Board expenditures.

For the current fiscal year, the Decision Table is divided into three categories:

- I. Board Operating Expenses
- II. Publicity Account Expenses (Mass-mailing, Video Taping Services)
- III. Refreshment Expenses

### A. INSTRUCTION FOR DETERMINING BOARD EXPENDITURES

1. Consult the decision table category item applicable to your proposed expenditure. A "Yes" or "No" in the Action Column means the Neighborhood Board may or may not need to fulfill the requirements under the column heading.
2. Upon satisfying all category requirements, the Board will submit a Request for Purchase form, as needed, through your Neighborhood Assistant for the Executive Secretary's approval. Approval will be contingent upon the availability of funds and conformance with City and County Department of Budget and Fiscal Services policies. See sample 'REQUEST FOR PURCHASES' form (ATTACHMENT 2).
3. Once approved, the services or product will then be deemed deliverable to comply with the timetable specified by the board's request. Unforeseen delays will be immediately communicated to the Neighborhood Board through your Neighborhood Assistant.

### B. REQUISITION PROCESS

The following process is used to route requests for expenditures for a neighborhood board through the Neighborhood Commission Office.

1. Determine if the expenditure is allowable. Generally, items with a large dollar amount or materials which convey board positions or information on board activities must have prior board approval.
2. Channel all requests through your board representative.
3. Your representative, usually the chairperson, will contact the neighborhood assistant servicing your board.
4. The neighborhood assistant completes a requisition form, as needed. Upon approval by the Executive Secretary to release funds, the purchase of the service or product will be coordinated by the Neighborhood Assistant and Neighborhood Assistant supervisor with the Neighborhood Commission Administrative Section, who will follow through with the ordering and payment of the service or product for the board.
5. Personal Service Contracts – are made when the Neighborhood Commission or the Neighborhood Board uses someone to perform a task, as in video taping meetings, or for transcribing meetings for deaf members of the community.
6. After-the-fact purchases—are violations of the procurement statutes (H.R.S. Section 103D) and the City Charter.

Examples of "**After-the-Fact**" purchases:

1. An "**After-the-Fact**" purchase is when a board requests video taping of a board meeting by a contractor/vendor or individual before a Request for Purchase (RFP) Form has been submitted to the Neighborhood Commission Office. The RFP is required to be sent to the Neighborhood Commission Office, with all the pertinent information about the service at least two weeks prior to the time of the video taping, from the board via the Neighborhood Assistant. All paperwork must be completed for the Executive Secretary to sign, before initial taping can proceed. At this point a letter is generated by the Neighborhood Commission office and sent to the board indicating that the

service requested may commence. These requirements are to be completed for all Personal Services Contracts.

2. Another example is when a board member may take it upon themselves to purchase a banner for the board and then submit the receipt to the board for payment. This is also considered an "After-the-Fact" purchase.  
The board has to formally approve the purchase and a request be submitted to the Neighborhood Commission on a RFP Form to confirm the boards action on the issue. Unless these requirements are accomplished by the board, the item or service purchased would be considered an unauthorized purchase. All such items will be returned to the board for disposition.
3. Commencement of Work – In accordance with Hawaii Administrative Rules (HAR) 3.4 dated 8/2000. Work shall not commence until documentation has been filed and availability of funds are certified.

# DECISION TABLE

## FOR NEIGHBORHOOD BOARD AUTHORIZED PURCHASES

\*\*\*\*\* ACTION COLUMNS \*\*\*\*\*

ITEM		BOARD	CHAIR	REQUEST	PROCEDURE
I. BOARD OPERATING EXPENSE					
A. Items					
1.	Agenda/Minutes (Includes draft/ production & mailing)	No	Yes	No	Fixed Cost. Authorized representative to review and approve material contents.
2.	Correspondence (Includes typing, duplication & mailing)				
	a. General	No	Yes	No	Routine Processing. Board action must be documented to avoid use of a board's letterhead to express an individuals opinions/recommendations.
	b. Board's Position/ Recommendation	Yes	Yes	No	
3.	Office and Other Supplies				
	a. \$15 or less	No	Yes	No	Items usually in stock. Routine processing.
	b. Over \$15	Yes	Yes	Yes	Board approval & Purchase Form required to insure accountability of expenditure & document need.
4.	Reference Manuals	No	Yes	No	Routine processing for 1 or 2 copies. For more than 2 copies submit Purchase Form w/ justification & Board authorization.
5.	Maps	No	Yes	No	Routine processing unless total cost exceeds \$15 then submit Purchase Form with justification & Board authorization.
6.	Signs				
	a. Banners	Yes	Yes	Yes	Routine processing. Over \$15 requires Purchase Form with justification and Board authorization.

ITEM		BOARD	CHAIR	REQUEST	PROCEDURE
	b. Poster Board Signs (via City printer)	Yes	Yes	Yes	Submit desired lettering and size. Two weeks lead time required.
	c. Wooden or Metal Signs (via contractor)	Yes	Yes	Yes	Prior board approval needed to insure accountability in the expending of funds. Submit justification to Commission Office.
7.	Postage	Yes	Yes	No	Postage will be used only for authorized expenditures.
8.	Photo Supplies and Development	No	Yes	No	Routine processing for total cost \$15 or less. If over \$15 submit Purchase Form with justification and Board Authorization.
9.	Rental Costs for facilities	Yes	Yes	No	Routine processing. Communicate need 3 weeks prior to event date.
10.	Mailing Services	Yes	Yes	—	Used only for mass or publicity mailing.
11.	Workshops/ Conference Fees	Yes	Yes	Yes	Purchase Form needed: Include registration form and brochure/pamphlet on event. Submit request 15 working days prior to event.

## II. MASS-MAILING/PUBLICITY

### A. Items

1.	Newsletters	Yes	Yes	Yes	Prior Board approval needed to insure accountability of expenditures. Action allows majority of board to review/approve content and format.
2.	Flyers	Yes	Yes	Yes	
3.	Publications	Yes	Yes	Yes	Chair to initiate request and coordinate submission of Board's informational material for production of publicity.

## **ATTACHMENTS**



This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**NEIGHBORHOOD BOARDS  
REQUEST FOR PURCHASES**

**SAMPLE FORM**

Neighborhood Board \_\_\_\_\_ Item No. 1 \_\_\_\_\_ No. \_\_\_\_\_ Date: \_\_\_\_\_ Item No. 3 \_\_\_\_\_

Requisitioner: \_\_\_\_\_ Item No. 2 \_\_\_\_\_  
(Chairperson or Authorized Person)

Approximate Delivery by: \_\_\_\_\_ Item No. 4 \_\_\_\_\_

Approved: \_\_\_\_\_  
(Neighborhood Commission, Executive Secretary)

Via: \_\_\_\_\_  
(Staff - Neighborhood Commission Office)

QUANTITY	UNIT PRICE	AMOUNT	DESCRIPTION OF ITEM	JUSTIFICATION
	Item No. 5		Item No. 6	Item No. 7
5,000	.0089	44 50	Flyer: "Candidate's Night Forum"	Board is holding a Candidate's Night Forum
4	.46	1 84	paper cost (8 1/2 x 11, colored, one sided mimeo)	to increase resident awareness of upcoming
			Stencils	Neighborhood Board elections and to
350	.101	35 35	Postage (Mailing List)	provide candidates for Board seats with an
				opportunity to communicate their viewpoint
				on City related issues.
				AUTHORIZATION: Board motion passed at
				12/10/84 regular meeting to print and
				distribute flyers through local business
				establishments and mailing list.
				Item No. 8
		81 69	Total Cost	

**\*\*\*\*\* REQUEST TO PURCHASE FORM - INSTRUCTIONS \*\*\*\*\***

- Consult the Decision Table to determine the need for this form.
- If a form is required, complete Items Nos. 1-8. Your request may be transacted in person or via telephone. If the phone is used, your Neighborhood Assistant will complete this form, notate date and initial Item No. 2 on your behalf.
- In order to alleviate confusion/duplication of effort, it is recommended that Board Chairs initiate all requests.
- All requests must have proper authorization, and will be approved by the Executive Secretary contingent upon availability of funds and conformance with City finance policy.

NEIGHBORHOOD COMMISSION  
CITY AND COUNTY OF HONOLULU  
530 SOUTH KING STREET, ROOM 400  
HONOLULU, HAWAII 96813

ATTACHMENT 3

STATEMENT

HAWAII KAI NB No. 1  
c/o NEIGHBORHOOD COMMISSION  
CITY HALL, ROOM 400  
HONOLULU, HAWAII 96813

Closing Date: Sept. 30, 2001  
Fiscal Year: 2002  
OPERATING: \$ 1,520.00  
PUBLICITY: \$ 2,610.00  
REFRESHMENT: \$ 120.00

OPERATING ACCOUNT BALANCE \$ 1,289.31  
PREVIOUS EXPENDITURE TOTAL \$ 230.69

CURRENT EXPENSES:

9/18 M02-0088 AGENDA & MINUTES \$ 94.83  
9/20 102-0135 CORRESPONDENCE \$ 1.30

TOTAL CURRENT EXPENSES \$ 96.13  
TOTAL EXPENDITURES TO-DATE \$ 326.82  
OPERATING ACCOUNT BALANCE TO-DATE \$ 1,193.18

PUBLICITY BALANCE \$ 2,297.50  
PREVIOUS EXPENDITURES TOTAL \$ 312.50

CURRENT EXPENSES:

9/4 A02-0013 1. VIDEOTAPING AUG. \$ 312.50  
9/25 A02-0014 1. VIDEO TAPING SEPT. \$ 312.50

TOTAL CURRENT EXPENSES \$ 625.00  
TOTAL EXPENDITURES TO-DATE \$ 937.50  
PUBLICITY ACCOUNT BALANCE TO-DATE \$ 1,672.50

REFRESHMENT ACCOUNT BALANCE \$ 120.00  
PREVIOUS EXPENDITURES TOTAL \$

CURRENT EXPENSES:

1. NO EXPENDITURES \$

TOTAL CURRENT EXPENSES \$  
TOTAL EXPENDITURES TO-DATE \$  
REFRESHMENT ACCOUNT BALANCE TO-DATE \$ 120.00

EXECUTIVE SECRETARY,  
NEIGHBORHOOD COMMISSION OFFICE

WHITE-CHAIR YELLOW-TREASURER  
GREEN-BUDGET PINK-NA  
GOLDENROD-FILE